

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

February 2, 2016

Certification Required for Affordable Care Act (ACA) Employer Reporting – Due February 8

One of the ACA Employer Reporting requirements for the Commonwealth and other employers is certification of employer contact information and employee counts for completion of the 1094-C forms transmitted to the IRS and 1095-C forms mailed to employees.

Attached is a fillable certification form that each agency must complete on employee counts. Do not report contingent workers at this time. When filling out the form:

- **Questions 2 – 4:** The Federal Employee Identification Number (FEIN) must match the information on file with the IRS.
- **Question 5:** Your agency needs to designate a contact for the FEIN.
- **Question 6:** For the first column, provide your agency count of full-time employees, defined as employees who work 30 or more hours per week on average. The second column on total employee count should include a total head count of your employees, including those who are not full time.
- **Question 7:** For employer certification, enter the name of your agency head.

Please return the completed form no later than **Monday, February 8, 2016 by email only** to the Department of Human Resource Management's (DHRM) Office of Health Benefits (OHB) at ohb@dhrm.virginia.gov. Instructions are included on the form.

If you have any questions about the certification form, please send an email to the OHB mailbox or call 1-888-642-4414 or 804-225-3642 in Richmond. Questions about which employees to count or what constitutes full-time employment under the ACA should be directed to your Agency HR Management Consultant or to the Agency HR Services policy mailbox at policy@dhrm.virginia.gov.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.